

CIRCULAR TO PRINCIPAL OFFICERS OF THE TREASURY DEPARTMENT.

INFORMATION FOR TREASURY REGISTER, 1877.

1877.  
Department No. 41.  
Secretary's Office.

Treasury Department,

*Washington, March 19, 1877.*

SIR:

You are hereby directed to cause to be prepared, upon the blanks for the purpose herewith transmitted, the information required for the United States Treasury Register, 1877, namely:

Full name, including your own, of all officers and employes attached to your district, port, or office April 1, next, arranged, according to degree of importance, alphabetically in each grade; their designation, which should not be fully descriptive of their duties, but simply the primary office they hold, as Deputy Collector, Clerk, Inspector, &c., but where two or more offices are combined and held by one person, all should be stated; the port or station where serving; place of birth, that is, State or country only; date of original appointment in the branch of service in which serving April 1, 1877; and compensation, annual or per diem, according to appointment, but never both.

You will forward the lists, duly prepared, by mail, on or before the 15th day of April next.

As a heading to the first sheet, in the Customs Service, should be written the name of the district and port, or port alone, where there is no district, and nothing else whatever.

In the column for names should be written a subheading of the name of each principal office or designation of service, as "Collector's Office," "Appraiser's Office," "Naval Office," "Surveyor's Office," where these offices exist, in the order as here written.

*No writing whatever should be made on the sheets except the information needed to be printed.*

The fixed or regular compensation only of collectors and other principal officers should be stated in the column, with a character placed before it indicating a foot note "and fees and commissions," "fees," or "commissions" only, as the case may be.

The sheets should not be shortened in any case, though but one name be required, but returned in their original length.

Lists of the Independent Treasury, Mint, Assay Office, and United States Depository services should be headed only with the name of the city or town and the State or Territory where they are located, with no other writing upon the sheets except the information required.

Very respectfully,

*John Sherman*

*Secretary.*